

2005 Nebraska SHSGP guidance bulletin #2

25 May 2005

RE: EMPG eligible costs

TO: EMPG sub-recipient Counties
County Emergency Managers
County Elected Officials

FROM: NEMA State Administrative Agency

As clarification for those counties receiving funds under the EMPG, the following are general guidelines the State is using to process your claims for reimbursement. When submitting your quarterly reports to NEMA for reimbursement, the following items are allowable and need supporting documentation to complete the processing in a timely manner.

- A. Salary, overtime, compensating time off and associated fringe benefits. NEMA needs county clerk/county treasurer certification of the salary, rate of pay, overtime worked and the monthly costs of associated fringe benefits.
- B. Travel Expenses. For daily travel expenses, NEMA will need to be provided a travel log that articulates the following items: day/date/times of travel, reason for the trip, (meeting or conference, EM duties), commencing and ending locations and total miles driven. For travel expenses claimed for attending conference/training, NEMA will need the invitation/documentation showing the conference/training attended and the supporting travel documentation. This would include mileage/travel/airline costs, hotel reimbursed at per diem rates and meals reimbursed up to per diem rate with receipts.
- C. Equipment. For each item purchased, requisition documents, total costs and either invoice or receipt of purchase showing location/date and cost. EMPG funds may be used for specialized equipment acquisition from select equipment categories listed in the FY05 ODP Authorized Equipment List., <http://www.2rkb.mipt.org>
- D. Office supplies and administrative costs. For each item/items purchased, requisition documents, total costs and either invoice or receipt of purchase showing location/date and cost.

The 2005 SHSGP-EMPG grant is only eligible to reimburse expenses incurred effective 1 October 2004. Expenses incurred prior to 1 October 2004, even though they might have been paid by a jurisdiction after 1 October, are not eligible under this grant.

Program expenses submitted without the proper documentation will not be considered for reimbursement.

The following items are generally not allowable and will not be reimbursed without proper documentation to justify their purchase for reimbursement against the grants.

- A. Foods and beverages purchased and consumed as a part of the daily operations of a local agency are not allowable expenses.
- B. Any other foods items purchased for meetings and conferences has to be allowed under the general guidelines of the grant, NEMA Grant Administrator Mardell Hergenrader can clarify per individual meeting.
- C. General use items such as screws, nuts, bolts, tools, and brackets will not be allowed.

